

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Banking and Financial Institutions



Subject: District of Columbia Mortgage Lender and/or Broker License

Dear Prospective Applicant:

Thank you for your inquiry regarding the District of Columbia Mortgage Lender and/or Broker Act of 1996 (DC Law 11-155; DC Official Code §§ 26-1100 et seq.) The law states that no person shall engage in the business of mortgage banking activities in the District of Columbia without first obtaining a license from the Commissioner of the Department of Banking and Financial Institutions. A copy of the law is enclosed for your review.

In order to engage in mortgage banking activities in the District of Columbia, your business is required to file an application with and receive approval from the Department of Banking and Financial Institutions. The application and instructions for completing the application are included with this letter.

If you have any questions regarding the application materials, the law, the licensing process, or any other matter related to mortgage banking activities in the District of Columbia, please do not hesitate to contact our office at (202) 727-1563.

We look forward to working together with you. The Department of Banking and Financial Institutions, on behalf of Mayor Anthony Williams, welcomes your business to the District of Columbia.

Sincerely,

Albert L. Elder, III

Albert L. Elder, III
Interim Commissioner

Enclosures



GOVERNMENT OF DISTRICT OF COLUMBIA
DEPARTMENT OF BANKING AND FINANCIAL INSTITUTIONS
Safety and Soundness Division
1400 L Street, NW, Suite 400
Washington, DC 20005
(202) 727-1563 Phone (202) 727-1290 Fax

APPLICATION FOR A MORTGAGE LENDER AND/OR BROKER LICENSE
INSTRUCTIONS

A mortgage lender and/or broker license is needed to engage in business as defined in the District of Columbia Mortgage Lender and Broker Act of 1996 (DC Law 11-155; DC Official Code §§ 26-1100 et seq). To obtain a license, complete and submit the following items:

1. Application for a Mortgage Lender and/or Broker License which includes the following attachments:

Attachment A: Clean Hands Act Certification Form

Attachment B: Bond form submitted for appropriate amount:

- where the total volume of loans was \$1,000,000 or less, the required bond is \$12,500
- where the total was more than \$1,000,000 but not more than \$2,000,000, the required bond is \$17,500
- where the total was more than \$2,000,000 but not more than \$3,000,000, the required bond is \$25,000
- where the total was more than \$3,000,000, the required bond is \$50,000
- where four or more renewal application are filed at the same time, you may provide a blanket surety bond for all licensed offices in the amount of \$200,000. The bond should state each office location covered by the bond

Attachment C: General Information form

Attachment D: Signature and Oath of Applicants

Attachment E: Affidavit

Attachment F: Background Check Authorization form must be filled out for each of the following:

- Director
- Senior Officer – a person who is no more than three levels of management removed from the CEO of the applicant
- Partner
- Principal – a person who owns, directly or indirectly, 10% or more of the business

Attachment G: Personal Financial Report and Biographical Information for each individual required to fill out a Background Check Authorization form (see Attachment F)

2. Certification from a depository institution that the applicant for a mortgage lender license has at least \$200,000 on deposit or in an established line of credit for operation of the business, or some combination of both. An application for mortgage broker license must

have at least \$10,000 on deposit or in an established line of credit. Neither letters of credit nor lines of credit from sources other than a bank or other depository institution will satisfy this requirement. A copy of the line of credit agreement, commitment letter, and promissory note should be submitted, if applicable.

3. Current (less than 90 days old) **audited financial report** for each individual owning, directly or indirectly, 10% or more of the entity
4. Copy of the most recent **audited financial statement** if applicant an operating entity
5. Current copy of **company credit report**
6. a beginning **balance sheet and pro forma balance sheet and income statement** for the first year of operation if applicant is a newly organized entity
7. **Certificate of Good Standing** from the District of Columbia (required for each corporation, limited liability company or limited partnership doing business in DC). For additional information, please call the Department of Consumer and Regulatory Affairs, Corporation Division, at (202) 442-4400, or visit the One-Stop Business Center located at 941 North Capitol Street, NE, Washington, DC 20002 on the 1st Floor, Room 1100
8. Check made payable to **DC Treasurer** for the appropriate amount:

Initial License Fee by Sub-Category	Broker	Lender	Dual Authority
Mortgage License	\$ 1,100	\$ 1,200	\$ 1,300

(Each of the above fees include a licensing fee of \$500, an investigation fee of \$100, and the remaining amount is the nonrefundable application fee.)

The application, check, and associated paperwork may be mailed or hand delivered to:

**Department of Banking and Financial Institutions
Safety and Soundness – Non-Depository Division
1400 L Street, NW, Suite 400
Washington, DC 20005
Phone: (202) 727-1563
Fax: (202) 727-1290**

The Department of Banking and Financial Institutions will review the application and accompanying materials for completeness upon receipt. Investigation of the application may be delayed if the application is incomplete. Thus, full and complete answers should be given at the outset of the application process. Inquiries concerning the licensing, preparation, and/or filing of this application should be directed to the above address.

All documents filed, with the exception of personal financial report and biographical information forms, become part of the public record unless the applicant makes a written request for confidential treatment of a particular document or information. Final determination as to the confidentiality of such information rests with the Commissioner of the Department of Banking and Financial Institutions.

NOTE: TO REPORT WASTE, FRAUD OR ABUSE BY ANY GOVERNMENT OFFICE OR OFFICIAL, PLEASE CALL THE INSPECTOR GENERAL AT 1-800-521-1639.



APPLICATION FOR A MORTGAGE LENDER/BROKER LICENSE

District of Columbia Mortgage Lender and Broker Act of 1996

DC Law 11-155; DC Official Code §§ 26-1100 et seq.

EACH LICENSE APPLIES TO ONE LOCATION OF BUSINESS.

(If applying for more than one business location, please make a copy of this application)

Indicate the Type Of License Applying For:

- ☐ Fee: \$1,100 for each mortgage **broker** license
- ☐ Fee: \$1,200 for each mortgage **lender** license
- ☐ Fee: \$1,300 for **dual authority** license

OFFICE USE ONLY		
License Number:		
Date:	By:	Comments:

Answer All Questions. If not applicable, indicate with an N/A.

1. Applicant's name (if an individual) or the legal name under which business is conducted:

2. Trade name (d/b/a): _____

3. Address of business to be licensed:

Street _____

City _____ County _____ State _____ Zip Code _____

4. Telephone: _____ Fax: _____

5. Contact person in regard to application *(License will be mailed to this address unless otherwise specified):*

Name and Title _____

Street Address _____

City _____ State _____ Zip Code _____

Telephone: _____ Fax: _____ E-mail: _____

6. Parent Company (if any): _____

Street Address _____

City _____ County _____ State _____ Zip Code _____

7. Federal taxpayer identification number of applicant's business: _____

8. Business Structure: ☐ Proprietorship ☐ Partnership ☐ Corporation ☐ Trust
☐ Limited Liability Corporation ☐ Other: _____

9. If the business is a corporation, indicate the state of incorporation: _____
date of incorporation: _____

10. If the business is a partnership, provide the following information.

Indicate the type of partnership: ☐ General ☐ Limited

Indicate the city and state of partnership: _____

Describe or attach a copy of the partnership agreement (*provide a full description*):

11. Describe or attach the applicant's business plan. Indicate all business activities that are conducted by the applicant, including those activities that are not covered by the Act.

12. Provide the following information for the president, senior vice presidents, secretary, treasurer, directors, stockholders owning or controlling more than 10% of any class of stock of the company, proprietor, general partners, and/or members (*attach supplemental schedules as needed*):

Name	Title	Percent Owned
------	-------	---------------

Business Address

Residence Address

Business Telephone Number	Residence Telephone Number
---------------------------	----------------------------

Name	Title	Percent Owned
------	-------	---------------

Business Address

Residence Address

Business Telephone Number	Residence Telephone Number
---------------------------	----------------------------

Name	Title	Percent Owned
------	-------	---------------

Business Address

Residence Address

Business Telephone Number	Residence Telephone Number
---------------------------	----------------------------

13. Describe the business experience of the individuals listed in question 12, which qualify them to conduct business pursuant to DC Law 11-155; DC Official Code §§ 26-1100 et seq. (*resumes may be attached*).

14. Describe or attach the applicant's policies and procedures to receive and process customer grievances and inquiries promptly and fairly.

15. The following individual will handle consumer complaints and/or inquiries:

<hr/>		<hr/>
Name		Title
<hr/>		
<hr/>	<hr/>	<hr/>
Telephone Number	Fax Number	E-mail address

16. What other licenses, including but not limited to mortgage lender/broker licenses, is the applicant required to maintain? List the state, type of license, license number, issue date, expiration date, and business address covered by the license.

17. Is the applicant or any of its affiliates conducting mortgage lending, servicing, or brokering activities in any state that does not require a license? List the state, type of activity, and business address.

18. What activities will the applicant be conducting in the District of Columbia with this license (check all that apply)? ☐ Lending ☐ Brokering ☐ Servicing

19. Activity report:

	Current Year Jan - 004__	Preceding Year 2003	Preceding Year 2002
(a) Aggregate total of District of Columbia mortgage loans made:			
Dollar Amount	\$	\$	\$
Number	#	#	#
(b) Aggregate total of District of Columbia mortgage loans brokered:			
Dollar Amount	\$	\$	\$
Number	#	#	#
(c) Aggregate total of District of Columbia mortgage loans serviced, not made:			
Dollar Amount	\$	\$	\$
Number	#	#	#

20. Applicant must have and maintain an agent for service in the District of Columbia:

Agent's Name

Street Address

Washington

DC

City

State

Zip Code

Telephone: **(202)**



SUPPLEMENTAL SCHEDULE
Question 12 of the Mortgage Lender/Broker Application

Provide the following information for the president, senior vice presidents, secretary, treasurer, directors, stockholders owning or controlling more than 10% of any class of stock of the company, proprietor, general partners, and/or members:

Name	Title	Percent Owned
------	-------	---------------

Business Address

Residence Address

Business Telephone Number	Residence Telephone Number
---------------------------	----------------------------

Name	Title	Percent Owned
------	-------	---------------

Business Address

Residence Address

Business Telephone Number	Residence Telephone Number
---------------------------	----------------------------

Name	Title	Percent Owned
------	-------	---------------

Business Address

Residence Address

Business Telephone Number	Residence Telephone Number
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**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF BANKING AND FINANCIAL INSTITUTIONS
Safety and Soundness – Non-Depository Division**

Certified Resident Agent Appointment Form

A non-resident of the District of Columbia licensed to transact business in the District of Columbia shall appoint a resident agent or an attorney-in-fact who resides or who maintains an office in the District of Columbia, upon whom, all fiducial and other process or legal notice directed to the applicant may be served upon the appointed resident agent.

I, _____ hereby appoint
(Owner / Proprietor)

(Name) (Address)

(Telephone No.) as my resident agent for all fiducial and other

process or legal notice directed to the applicant shall be served.

I certify that the applicant and the applicant's principal officers are fit, willing and able to conduct the business of _____ in the District of Columbia and promises to comply with all laws and regulations concerning the requested business type.

(RESIDENT AGENT)

(OWNER/PROPRIETOR)

The information above is subscribed and sworn to before me, a Notary Public, this _____ day of _____, 20 ____.

(SEAL)

Notary Public: _____
My Commission expires _____



DEPARTMENT OF BANKING AND FINANCIAL INSTITUTIONS
Clean Hands Before Receiving a License or Permit Act of 1996 Certification Form

Sign and return this form with your Application

Please read this form carefully and completely before signing. Any false information provided requires that the Department of Banking and Financial Institutions proceed immediately to revoke the license for which you are now applying, and fine you one thousand dollars (\$1,000). This *Certification Form* is required to be completed and submitted with any application for licensure under the *Clean Hands Before Receiving a License or Permit Act of 1996*, effective May 11, 1996 (DC Law 11-118, DC Official Code § 47-2861 et seq.)

I, _____, as _____
(name) (owner/partner/corporate officer)

certify that _____, trading as _____
(business name) (trade name)

_____ using business tax number _____, as of this date,
(business address)

does not owe more than one hundred dollars (\$100) to the District of Columbia government as a result of:

1. Fines, penalties or interest assessed pursuant to the Litter Control Administration Act of 1995, effective March 25, 1986 (DC Law 6-100; DC Official Code § 6-2901 et seq.);
2. Fines, penalties or interest assessed pursuant to the Illegal Dumping Enforcement Act of 1994, effective May 20, 1994 (DC Law 10-117; DC Official Code § 6-2911 et seq.);
3. Fines, penalties or interest assessed pursuant to the Department of Consumer and Regulatory Affairs Civil Infractions Act of 1985, effective October 5, 1986 (DC Law 6-42; DC Official Code § 6-2701 et seq.); or
4. Past due taxes.

I understand that if I knowingly provide false information on this *Certification Form*, the Department of Banking and Financial Institutions will move to revoke the license for which I am applying and fine me one thousand dollars (\$1,000). I further understand that the Department of Banking and Financial Institutions may conduct an investigation to ascertain the veracity of the information contained in this *Certification Form*.

I understand that this *Certification Form* is now required as part of my application for a license, and that by completing it, I am not guaranteed that my license will be approved.

Signature

Title

Date



GOVERNMENT OF DISTRICT OF COLUMBIA
DEPARTMENT OF BANKING AND FINANCIAL INSTITUTIONS
Safety and Soundness Division
1400 L Street, NW, Suite 400
Washington, DC 20005

Bond No. _____

Amount \$ _____

B O N D

KNOW ALL MEN BY THESE PRESENTS, that

(Name of Applicant/Principal)

(Business Address of Applicant)

of the City of _____, County of _____, and State of _____

as principal, and _____
(Name of Surety)

of the City of _____, County of _____, and State of _____

as surety, are held and firmly bound unto the District of Columbia for the use and benefit of the State and of any creditor or claimant against the principal or his agents in the principal sum of _____ Dollars (\$ _____),

for the payment of which, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally by these presents.

WHEREAS, the above named principal has applied to the District of Columbia Department of Banking and Financial Institutions for a license to engage in business under the District of Columbia Mortgage Lender and Broker Act of 1996, DC Law 11-155; DC Official Code §§ 26-1100 et seq.

NOW, THEREFORE, the condition of the foregoing obligation is such that if the principal obligor shall comply with the District of Columbia Mortgage Lender and Broker Act, all regulations duly promulgated thereunder, and all other laws applicable to the conduct of its business, and shall pay any and all monies that may become due and owing any person due to the violation of any such laws and regulations by the principal through its own acts or the acts of any

agent of the principal, then this obligation will be void, otherwise the same will remain in full force and effect.

This obligation is issued under and is governed by DC Official Code § 26-1103(i) and the obligations of the surety shall be those therein set forth.

This bond becomes effective as of _____, 20__ in support of license issued to Principal by the District of Columbia Department of Banking and Financial Institutions. This obligation may be continued by an appropriate renewal certificate in support of licenses issued for subsequent years. Pursuant to the DC Official Code § 26-1103(i)(D), this bond may not be canceled by either the licensee or the corporate surety except upon notice to the Department of Banking and Financial Institutions by registered or certified mail with return receipt requested, the cancellation to be effective not less than 30 days after receipt by the Department of Banking and Financial Institutions of such notice and only with respect to any breach of condition occurring after the effective date of such cancellation.

WITNESS WHEREOF, the parties hereto have hereunto set our hands and affixed our seals this _____ day of _____, 20__.

Principal

By: _____

(SEAL)

Title: _____

Surety

By: _____

(SEAL)

Title: _____



APPLICATION FOR A MORTGAGE LENDER/BROKER LICENSE

General Information

Each applicant for a license to engage in business as a mortgage lender and/or broker pursuant to the District of Columbia Mortgage Lender and Broker Act of 1996 (DC Law 11-155; DC Official Code §§ 26-1100 et seq.) must complete and file this General Information form. **If the answer to any of the following questions is "YES," circle the number and attach complete details.** "YOU" refers to any person included as a part of this application, including any business entity.

HAVE YOU EVER:	YES	NO
1. Been a defendant in any legal proceedings?	<input type="checkbox"/>	<input type="checkbox"/>
2. Been refused coverage under a fidelity or surety company, paid out any funds on your coverage, or canceled such coverage?	<input type="checkbox"/>	<input type="checkbox"/>
3. Had a license, permit, registration, or letter of approval – except a driver's license – suspended, revoked, or restricted by any state or federal agency or by FNMA, GNMA, FMAC, VA, HUD, or FHA?	<input type="checkbox"/>	<input type="checkbox"/>
4. Been the subject of any order, judgment, decree, reprimand, or other sanction of a court of law or a regulatory agency?	<input type="checkbox"/>	<input type="checkbox"/>
5. Been convicted of, or pleaded guilty or NOLO CONTENDERE, to any felony or misdemeanor except minor traffic violations?	<input type="checkbox"/>	<input type="checkbox"/>
6. Been a principal or employee of any firm, corporation, partnership, or association which, while you were associated with it, was convicted of, or pleaded guilty or NOLO CONTENDERE to, any felony or misdemeanor?	<input type="checkbox"/>	<input type="checkbox"/>
7. Been a principal or officer in any firm, corporation, partnership, or association which has failed in business, made a compromise with creditors, filed a bankruptcy petition, or been declared bankrupt?	<input type="checkbox"/>	<input type="checkbox"/>
8. Been the subject of any judgments or liens which remained unsatisfied for six months or more?	<input type="checkbox"/>	<input type="checkbox"/>
9. Been associated in any endeavor related directly to business or financial activities with any person who was subject to regulatory sanctions by a state or federal agency at the time you were associated with them?	<input type="checkbox"/>	<input type="checkbox"/>



APPLICATION FOR A MORTGAGE LENDER/BROKER LICENSE

General Information

10. Been the subject of any proceedings resulting in disciplinary action or found to have violated or to have aided, abetted, counseled, commanded, induced or procured the violation of any law, rule, or regulation of any agency responsible for regulating financial institutions or lenders in any jurisdiction? ☐ ☐
11. Been convicted of or received probation before judgment for any drug offense committed after January 1, 1991? ☐ ☐
12. Is any owner, officer, director, partner, or person holding more than a ten (10) percent interest in the business affiliated with any licensee regulated by the District of Columbia Department of Banking and Financial Institutions? ☐ ☐

“I HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.”

Signature of Applicant

Date

Printed Name

Title



APPLICATION FOR A MORTGAGE LENDER/BROKER LICENSE

Signature and Oath of Applicants

Each applicant for a license to engage in business as a mortgage lender and/or broker pursuant to the District of Columbia Mortgage Lender and Broker Act of 1996 (DC Law 11-155; DC Official Code §§ 26-1100 et seq.) must complete and file this signature and Oath of Applicants form.

“I HEREBY SWEAR AND AFFIRM THAT THE INFORMATION CONTAINED HEREIN AND ATTACHMENTS HERETO ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. FURTHER, THE PROVISIONS OF THE DISTRICT OF COLUMBIA CODE 26-1101 ET SEQ. HAVE BEEN REVIEWED BY THE PRINCIPALS OF THE APPLICANT AS LISTED HEREIN AND ALL EMPLOYEES OF THE APPLICANT WILL BE MADE AWARE OF SUCH LAWS AND REGULATIONS AND CHANGES ENACTED HEREAFTER. IT IS THE PURPOSE OF THIS APPLICATION TO PERMIT THE DISTRICT OF COLUMBIA DEPARTMENT OF BANKING AND FINANCIAL INSTITUTIONS, ITS OFFICIALS, AND EXAMINERS TO GRANT A LICENSE TO ENGAGE IN THE BUSINESS OR BUSINESSES INDICATED HEREIN AND ANY FALSE STATEMENT OR OMISSION OF MATERIAL INFORMATION IN CONNECTION WITH THIS APPLICATION SHALL BE PUNISHABLE AS PROVIDED BY LAW.”

Name of Corporate Applicant: _____

By: _____

Authorized Corporate Official

Title

(CORPORATE SEAL)

Attest: _____

Signatures of Individuals or Partners
of Unincorporated Applicant:



APPLICATION FOR A MORTGAGE LENDER/BROKER LICENSE

Signature and Oath of Applicants

All individual signatures and corporate signatures without the corporate seal require notarization:

State of _____)
) ss.
City/County of _____).

On the _____ day of _____, 20 _____, before me, a notary public in and for said
County, personally appeared: _____
known to me to be the person(s) named in, and who executed the foregoing application and made
oath that the statements and representations set forth therein are true to the best of his/her/their
knowledge and belief.

(NOTARY SEAL)

Notary Public

My Commission Expires _____



APPLICATION FOR A MORTGAGE LENDER/BROKER LICENSE

Affidavit

Each applicant for a license to engage in business as a mortgage lender and/or broker pursuant to the District of Columbia Mortgage Lender and Broker Act of 1996 (DC Law 11-155; DC Official Code §§ 26-1100 et seq.) must complete and file this Affidavit.

THE UNDERSIGNED HEREBY CERTIFIES OR AGREES TO THE FOLLOWING:

1. To the correctness, completeness, and accuracy of the information as submitted in the application and supplements thereto.
2. To comply with all the rules and regulations lawfully issued and promulgated by the Commissioner of the District of Columbia Department of Banking and Financial Institutions.
3. That the applicant is of good moral character and has sufficient financial responsibility, business experience, and general fitness to:
 - a) Engage in business as a mortgage lender or broker as defined under the District of Columbia Mortgage Lender and Broker Act of 1996 (DC Law 11-155; DC Official Code §§ 26-1100 et seq.);
 - b) Warrant the belief that the business will be conducted lawfully, honestly, fairly, and efficiently; and
 - c) Command the confidence of the public.
4. To authorize the Commissioner of the District of Columbia Department of Banking and Financial Institutions to conduct any investigation into the background of the applicant for the purpose of issuing the subject license.
5. To promptly submit any further information which may be required for the consideration of this application.
6. To notify the Commissioner of the District of Columbia Department of Banking and Financial Institutions of any changes in the information contained in this application, and further agrees to obtain written permission in advance for any change of address.



APPLICATION FOR A MORTGAGE LENDER/BROKER LICENSE

Affidavit

This request for information is continuing in nature; therefore, the individual providing the answers must retain a copy of this completed form. Should, at any time, new or different information than that provided to the Commissioner come to the attention of the person executing the affidavit below, he or she is required to inform the Commissioner of that change in writing as soon as possible.

"I, _____, STATE UNDER PENALTY OF PERJURY THAT THE FOREGOING INFORMATION SET FORTH IN THIS APPLICATION, TOGETHER WITH INFORMATION PROVIDED IN REQUIRED ATTACHMENTS HERETO, IS TRUE, CORRECT, AND COMPLETE."

Name

Title

Signature

State of _____)
City/County of _____) ss.

Personally appeared before me _____
who is being duly sworn according to law, deposes and says that the statements contained in the above application are true and correct.

Sworn and subscribed before me this _____ day of _____, 20 _____.

(NOTARY SEAL)

Notary Public

My Commission Expires _____



APPLICATION FOR A MORTGAGE LENDER/BROKER LICENSE

Background Check Authorization

Each director, senior officer, partner, and principal of the applicant for a license to engage in business as a mortgage lender and/or broker pursuant to the District of Columbia Mortgage Lender and Broker Act of 1996 (DC Law 11-155; DC Official Code §§ 26-1100 et seq.) must complete and file this Background Check Authorization form.

TO WHOM IT MAY CONCERN:

I hereby authorize and request that all local, municipal, city, county, state and federal law enforcement authorities furnish such information regarding criminal records, investigations, background, or other information of whatever kind and nature, whether known to me or otherwise, to the District of Columbia Department of Banking and Financial Institutions. It is understood that the District of Columbia Department of Banking and Financial Institutions shall be under no obligation to disclose such information to me or any other person and may accept such information under such conditions concerning confidentiality and disclosure as the person providing such information shall require.

A copy of this authorization shall be accepted with the same force and validity as the original.

Signature

Print Full Name

Street Address

City, State, Zip Code

Social Security Number

Date of Birth

Date

Witness



APPLICATION FOR A MORTGAGE LENDER/BROKER LICENSE

Personal Financial Report and Biographical Information

Each director, senior officer, partner, and principal of the applicant for a license must complete and file this Personal Financial Report and Biographical Information form.

INSTRUCTIONS

1. Financial reports should be less than ninety days old at the time of filing. Indicate any material change in statement since the date of preparation.
2. Financial reports are to be properly dated and signed and certified as true and correct. Applicants should submit original signatures on the financial reports. A financial report which contains false information reflects upon the character of the proposed officer or director and may raise questions concerning the integrity of the applicant's principals.
3. An answer to each item is required. If an answer is "no," "none," "not applicable," or "unknown," so state. If space provided on the form is inadequate, attach a separate schedule. All such schedules must be signed and dated.
4. If assets or liabilities are jointly held with a spouse, both the husband and wife must sign the financial report and include all assets and liabilities of both.
5. If a substantial portion of an individual's net worth is an incorporated business, proprietorship, or partnership, a separate financial report of such business should be attached to the personal financial report. The interest of a person in such a business should also appear in "Schedule C – Other Assets" of the personal financial report, and the net annual income derived from such interest should be on the personal statement of income on page 3.



APPLICATION FOR A MORTGAGE LENDER/BROKER LICENSE

Personal Financial Report and Biographical Information

FINANCIAL REPORT

Section I

I, _____ of _____
(Name) (Business Address)
submit herewith the following information and a correct and complete statement of my financial
condition as of _____ to the Department of Banking and Financial Institutions for its
(Date)
confidential use with regard to an application, in connection with _____.
(Name of Company)

An answer to each item is required. If the answer is "no," "none," or "not applicable," so state. If an item of information called for is "unknown," so state. If space provided on this form is inadequate, attach a separate schedule. All such schedules must be signed and dated.

ASSETS

1. Cash on hand and in banks _____
2. Notes, loans and other accounts receivable
considered good and collectible _____
3. Merchandise and inventory -- at lower of
cost or market value _____
4. Real Estate -- from Schedule A _____
5. Machinery and equipment -- at cost less
depreciation _____
6. Marketable securities -- from Schedule B _____
7. Life insurance -- cash surrender
value (face amount \$ _____) _____
8. Other assets -- from Schedule C _____

TOTAL ASSETS \$ _____

LIABILITIES

9. Accounts payable _____
10. Notes payable to banks --
from Schedule D _____
11. Notes payable to others --
from Schedule E _____
12. Real estate mortgages --
from Schedule F _____
13. Interest and taxes due and
unpaid -- from Schedule G _____
14. Other debts and liabilities --
from Schedule H _____

TOTAL LIABILITIES \$ _____

NET WORTH \$ _____

**TOTAL LIABILITIES
AND NET WORTH \$** _____

NOTE: Notes, accounts receivable, mortgages, and other assets considered doubtful, and not included in the above financial statement have an estimated value of \$ _____.



APPLICATION FOR A MORTGAGE LENDER/BROKER LICENSE

Personal Financial Report and Biographical Information

CONTINGENT LIABILITIES

In addition to the debts and liabilities listed above, I have endorsed, guaranteed, or am otherwise indirectly or contingently liable for the debts of others as follows:

Name and Address of Debtor or Obligor	Name and Address of Creditor or Obligor	Description of Collateral	Value of Collateral	Date Obligation Incurred	Due	Current Amount
			\$			\$
TOTAL						\$

STATEMENT OF INCOME

	3 years previous	2 years previous	Previous Year	Current Year
Salaries, wages, and commissions from employment				
Income from dividends and interest				
Net income from rents, royalties, and investments				
Other income				
TOTAL INCOME				
Taxes (federal and state income taxes)				
NET INCOME (after taxes)				

SUPPORTING SCHEDULES

Schedules set forth on this page must agree in total with the appropriate item contained in the Financial Statement on page 1 of this report.

Schedule A – Real Estate Owned

Description and Location	Title in Whose Name	Date Acquired	Percentage of Your Interest	Cost of Your Interest	Current Market Value
CARRIED FORWARD TO ITEM 4, PAGE 2				TOTAL	\$



APPLICATION FOR A MORTGAGE LENDER/BROKER LICENSE

Personal Financial Report and Biographical Information

Schedule B – Marketable Securities

Description	Amount	Description	Amount
	\$		\$
CARRIED FORWARD TO ITEM 6, PAGE 2		TOTAL	\$

Schedule C – Other Assets

Description	Basis for Valuation	Value
		\$
CARRIED TO ITEM 8, PAGE 2		TOTAL \$

Schedule D – Notes Payable to Banks

Name of Creditor	Security	Date Due	Amount
			\$
CARRIED TO ITEM 10, PAGE 2			TOTAL \$

Schedule E – Notes Payable to Others

Name of Creditor	Security	Date Due	Amount
			\$
CARRIED TO ITEM 11, PAGE 2			TOTAL \$

Schedule F – Real Estate Mortgages Payable

Name of Creditor	Security	Date Due	Amount
			\$
CARRIED TO ITEM 12, PAGE 2			TOTAL \$

Schedule G – Interest & Taxes Due & Unpaid

Description	Payable To	Date Due	Amount
			\$
CARRIED TO ITEM 13, PAGE 2			TOTAL \$

Schedule H – Other Debts and Liabilities

Description	Date Due	Amount
		\$
CARRIED TO ITEM 14, PAGE 2		TOTAL \$



APPLICATION FOR A MORTGAGE LENDER/BROKER LICENSE

Personal Financial Report and Biographical Information

BIOGRAPHICAL INFORMATION

Section II

Name of Applicant: _____

Other Names Used in Place of Given Name: _____

Date of Birth: _____ Place of Birth: _____ Citizenship: _____

Social Security Number: _____

Residential Address: _____

Length of Residence in Community: _____

Marital Status: _____ Spouse's Name: _____

Spouse's Date of Birth: _____ Spouse's Social Security Number: _____

List Civic, Professional, Social, or Other Organizations in Which You Have Membership:

Resume of Education: _____

EMPLOYMENT RECORD

(Include Employment for Last 7 Years)

Date		Name, Location, and Type of Business	Position Held and Nature of Duties
From	To		

Discharges and Requested Resignations:

List each employment from which you have been discharged or fired for any reason, or from which you have resigned or quit after being requested to do so by your employer or after having been informed by your employer of an intention to discharge you.

Name and Address of Employer	Date of Discharge or Resignation	Reason or Explanation



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BANKRUPTCIES

List all proceedings in bankruptcy, receivership, assignments for the benefit of creditors, and other similar proceedings for the benefit of creditors of which you are or were the subject or of which the subject was a corporation or other similar business organization in which you hold or held a ten percent or more legal or equitable ownership interest and/or in which you are or were an executive officer and/or director.

Title and Nature of Proceeding	Date	Name and Address of Court	Disposition (Outcome)

JUDGMENTS

List all civil or administrative judgments or orders issued against you or any corporation or other similar business organization in which you hold or held a ten percent or more legal or equitable ownership interest and/or in which you are or were an executive officer and/or a director by any Federal or state court or by any department, agency, or commission of the U.S. Government or any state or municipality, or any foreign government or government entity. Furnish copies of all such judgments, orders, opinions, reports of investigations, etc. This information must be supplied for the past seven years.

Title and Nature of Judgment	Date	Name and Address of Court Where Judgment Entered	Name and Address of Holder of Judgment	Amount

OFFENSES

Arrests and Trials: List each charge or indictment against you or any business or similar organization of yours, each arrest by any law enforcement agency, and each trial, whether or not convicted, in connection with any crime or other offense, other than minor traffic violations. A "business or similar organization of yours" means one in which you now hold or held a ten percent or more ownership interest or occupy or occupied a policy making position in senior management.

Reason Charged or Tried	Name of Charging or Arresting Authority	Name of Court Where Tried	Date and Place (Include city and state where charge/arrest/trial took place)	Date and Disposition (Outcome)



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SUPERVISORY ACTIONS, AGREEMENTS, AND RELATIONSHIPS

If the answer to any of the questions below is "Yes," attach a statement giving a clear understanding of the actions, agreements, or relationships.	YES	NO
1. Are you now or have you ever been an officer or director of any financial institution, including a commercial bank, a savings bank, a trust company, a savings and loan association, a credit union, or a mortgage company, with respect to which there has been a change in status through closing, reorganization, merger, or any other action as a result of state or Federal supervisory action?	<input type="checkbox"/>	<input type="checkbox"/>
2. Has your tenure as an officer or director of any such institution been changed or terminated as a result of state or Federal supervisory action?	<input type="checkbox"/>	<input type="checkbox"/>
3. List any past or ongoing, formal or informal investigations, examinations, or administrative proceedings conducted by any department, agency, or commission of the United States or any state or municipality, or any foreign government or governmental entity, and any agreements, undertakings, or consents entered into with any of the foregoing, involving you (or controlling persons of the applicant, or affiliates, or companies controlled by the applicant or controlled by controlling persons of the applicant). Describe the nature of the inquiry and the results thereof.	<input type="checkbox"/>	<input type="checkbox"/>

FINANCIAL INSTITUTION RELEASE

List the names and addresses of all banks, savings and loan associations, or any other financial institutions with whom you have done business during the past five years, and state whether each account is active or closed.

Account #	Active/Closed	Name of Bank	Address	City and State	Zip

I hereby agree that any of the referred financial institutions may release the information requested by the Department of Banking and Financial Institutions to determine my qualifications.

Signature

Date



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BUSINESS AFFILIATIONS

List all firms, companies, corporations, or other business organizations of which you are at present a director, officer, employee, partner, or owner.

Name of Business	Location	Type of Business	Position Held

CERTIFICATE

“I HEREBY CERTIFY THAT THE FOREGOING INFORMATION AND STATEMENT OF FINANCIAL CONDITION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND THAT SAID INFORMATION AND STATEMENT OF FINANCIAL CONDITION ARE SUBMITTED VOLUNTARILY BY ME TO THE DC DEPARTMENT OF BANKING AND FINANCIAL INSTITUTIONS FOR ITS CONFIDENTIAL USE.”

Signature of Applicant

Date

Signature of Spouse

(required if assets or liabilities are held jointly)

Note: Submit *original signatures* on financial reports to the Department of Banking and Financial Institutions.